

**Pre-Bid Conference Minutes  
Pharmaceutical Services**

Holly Center  
Salisbury, Maryland

Holly Center: Robin Ryan, Procurement Specialist  
Mae Esh, Program Services/Contract Monitor  
Nancy Dickerson, Procurement Assistant  
Wendy Long, Program Services Secretary/Recorder

Conference Call: Theresa Ammons, Contract Officer/OPASS

Solicitation Number: DHMH/OPASS 14 - 13412

Date of Pre-Bid Conference: August 1, 2013

Date Minutes Prepared: August 2, 2013

The Pre-Bid/Site Visit Conference was conducted at approximately 12:30 PM. Please note the following attendees:

Nancy Cramer	Allied Pharmaceutical Services
Steven Marcalus	Coastal Drug Center and The Coffee Beanery
Remi Olufotebi	The Medicine Shoppe

Theresa Ammons stated the following to help you understand the process of this procurement:

- This contract is for five years with no renewal period. Page 7 lists all the general information. All information is posted on eMaryland Marketplace and the DHMH website.
- All vendors must be registered on eMaryland Marketplace.
- It is important to follow all steps and requirements.
- Section 1.9 explains the process of submitting questions. Questions are accepted five days prior to the due date to ensure adequate time to locate and answer. Questions can be directed to Robin Ryan, Mae Esh or Theresa Ammons (theresa.ammons@maryland.gov, phone 410-767-1361). If the questions are significant, they will be posted publically.
- Section 1.30 explains payment by electronic funds transfer. All payments must be electronic if the amount exceeds \$100,000. Ensure your company allows this process. The section also explains how to be exempt.

- Documents needed must be in triplicate with original signatures on all. Page 33 and 34 list all the required documents.
- Page 24 and 25 list the security requirements.
- Section 4 on page 24 through 31 states the bid format. Pay close attention to sub section 4.4 as it lists additional attachments needed.
- Attachment B Bid/Proposal Affidavit. Make sure your resident agent for your affidavit is correct. If you have any questions please call 410-767-1330.
- Attachment F is a Microsoft Excel attachment, which is a list of drugs, the dosages and the strengths. You must enter the price your company charges for each drug listed. Submit triplicate and sign all.
- Section 4 explains documents required after the bid is awarded. Attachment A is the actual contract, which will be signed again if bid is awarded. Attachment C is also required upon bid award. The contract is not final until all documented are signed and returned.
- Bids are due August 19, 2013 at 2:00 PM to Robin Ryan in Room 8. No bids will be accepted after 2:00 PM. (Will send notice of room change).

Mae Esh stated the following:

- The specifications start on page 20.
- Section 3.2.5 Delivery of Urgent Medication. C. states, "In the event of a local community disaster, the Contractor must be prepared at all times to provide and deliver a minimum 72 hour medication supply upon request from the Contract Monitor."

Closing Statements:

- Ensure you are in good standing with the Comptroller's Office.
- Ensure the company name submitted is the actual company name.

Adjourned: 1:25 PM